



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

February 28, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

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Fifth District

PROBATION DEPARTMENT'S EXECUTIVE MANAGEMENT REORGANIZATION AND REVIEW OF THEIR LOWER MANAGEMENT STRUCTURE – FIRST STATUS REPORT (ITEM 5, AGENDA OF JUNE 29, 2010)

On October 6, 2010, a report was submitted to your Board that recommended a new Probation Department (Probation) executive management structure that holds individual executives accountable for the operations critical to Probation's success in rehabilitating and monitoring their clients. This report provides your Board with the status of 1) Probation's implementation of its executive management structure and 2) Probation's review of the lower management structure.

STATUS OF THE NEW EXECUTIVE MANAGEMENT STRUCTURE

The new executive management team includes the Chief Probation Officer (CPO) and eight unclassified positions: Chief Deputy, Executive Assistant, Administrative Deputy, three Deputy Directors (functionally referred to as Deputy Chiefs), and the two new Director, Management Services, Probation positions.

The following is an overview of the current status of Probation's executive positions:

- Chief Deputy (UC): There is an incumbent who is overseeing Probation's overall day-to-day operations.
- Deputy Directors (UC) (Functionally, Deputy Chiefs): All three Deputy Director positions have been filled. Two Bureau Chiefs were promoted to Deputy Chief positions effective December 1, 2010 – one to oversee

Juvenile Institutions Services and the other to oversee Juvenile Field Services and Juvenile Special Services. An incumbent Deputy Director is overseeing Adult Services and Juvenile Placement Services.

- Executive Assistant (UC): This position will be filled through a departmental promotional examination process that is currently underway and is being administered by the Department of Human Resources (DHR). This position is responsible for addressing matters referred to Probation by your Board, the Chief Executive Office (CEO), and other key stakeholders.
- Administrative Deputy Director (UC): There is an incumbent who has been under filling the item since March 2010. The position will be filled through an examination process, which is currently underway and being administered by DHR. This position is responsible for human resources, budget, fiscal, collections, contract and grants, civil litigation, and information technology. In addition, Probation will be recommending the Administrative Deputy Director to be responsible for a proposed consolidated Management and Quality Assurance Services Bureau.
- Director, Management Services, Probation (UC): On January 18, 2011, your Board approved the creation of two unclassified classifications to assume responsibility for the new Professional Standards Division and Special Projects Division. Probation will work with the CEO to request interim ordinance hiring authority to fill these positions. Upon approval, these two new positions will be filled through an examination process that will be administered by DHR.

REVIEW OF LOWER MANAGEMENT STRUCTURE

With significant progress being made on implementing the new executive structure, Probation has commenced evaluating its lower management structure, responsibilities, and processes. As previously noted, one of the early recommendations for reorganizing the lower management responsibilities is consolidating functions of the Management Services Bureau and the Quality Assurance Services Bureau. Probation will be providing the CEO with a comprehensive organizational structure report in early March 2011. We will then provide your Board with recommendations within 30 days.

Each Supervisor
February 25, 2011
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Should you have any questions, please do not hesitate to contact me or your staff may contact Deputy Chief Executive Officer Jacqueline A. White, Public Safety, at (213) 893-2374.

WTF:JAW:DT:llm

c: Executive Office, Board of Supervisors
County Counsel
Human Resources
Probation

CEO.Prob Exec Mgmt Structure.bm.022811